

King County Metro Transit Job Seeker Van Proposal

Note: *Proposals should not exceed 6 pages in length.*

Sponsoring Target Agency(s): _____
(Dept. of Social and Health Services, Employment Security Department, King County Jobs Initiative, Seattle Jobs Initiative, Seattle-King County Private Industry Council, Seattle Housing Authority, King County Housing Authority, Community or Technical College)

Contact person in Sponsoring Agency: _____
Phone: _____ FAX: _____ e-mail: _____

Describe Support from Sponsoring Agency: (i.e. financial, insurance, general support etc.)

Applicant

Community Based Organization: _____

(Your Agency Name)

Address: _____ City: _____ Zip: _____

Primary Contact: _____

Phone: _____ FAX: _____ e-mail: _____

Programmatic Description

1. Describe in detail how van will be used to provide transportation for low-income and TANF clients to work or training. For example, describe how the vehicle will serve a housing authority site, a one-stop, a WorkFirst, PIC or community/technical college training program for low-income persons. Provide estimated number of clients expected to serve with the van. Attach or describe or outline operational schedule.
2. Describe need for the van. What barriers to employment or training opportunities for low-income and TANF populations will be addressed with the van? What alternatives have been examined and why are these alternatives not as feasible or desirable?
3. Describe any *transportation* coordination plans between your agency program and other agency programs serving low-income and welfare populations that will result in more efficient use of the vehicle.
- *how coordinated with target agency* - *how coordinated with other community based organizations*
4. Describe efforts that your agency will make to transition clients into regular public transportation i.e. transit, vanpools during the course of the project.

Legal, Financial and Risk Capabilities

5. Provide documentation that your organization is legally constituted in Washington State and has legal ability to execute a contract with King County.
6. Describe financial ability to provide operational costs i.e. operators, fuel, insurance etc. (*The Federal Transit Administration grant requires a 50% cash match.*) Describe your agencies ability or agreements under way with target agency(s) or funding support.
7. If your organization were selected to receive a van, King County will need evidence that your organization's liability insurance is sufficient to defend and indemnify King County against any liability arising from use of the van. Your organization will need to meet the following insurance and driver requirements:

Insurance requirements:

General liability coverage at a limit of \$1,000,000 per occurrence, \$2,000,000 aggregate

Employer liability or "stop gap" coverage of \$1,000,000

Automobile liability of \$ 1,000,000 combined single limit per accident; underinsured/uninsured motorist coverage including property damage at a limit of \$1,000,000; medical payments coverage at a limit of \$5,000 each person. Comprehensive and collision coverage (or equivalent mechanism for self-insurance) naming King County as loss payee is required.

General liability and automobile liability policies must name King County as additional insured.

Agency shall provide workers compensation coverage as required by Washington statute.

Driver Requirements:

Drivers must be at least 21 years of age.

Must have a current and unrestricted Washington State driver's license and have driven for at least five years. (Restrictions for glasses or contact lenses are acceptable.)

Must complete an approved Defensive Driving training course.

Application Process

Complete form and send to:	Bob Flor or Jim Greenwald King County Department of Transportation Exchange Building MS/188 821 – 2 nd Avenue Seattle, Washington 98104
OR FAX to:	(206) 684-2058
OR e-mail to:	bob.flor @ metrokc.gov
Further information call:	(206) 684-1611 or (206) 684-1928